



Code: 7047

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: River, Harbor and Transportation

Series: Airport Operation

CLASS TITLE: MANAGER OF VEHICLE MAINTENANCE

CHARACTERISTICS OF THE CLASS

Under direction, directs twenty-four hour operations for the repair and maintenance of City vehicles and equipment at an assigned Department of Fleet Management facility, and performs related duties as required

ESSENTIAL DUTIES

- Directs skilled trades personnel responsible for supervising the preventive maintenance and repair of City automotive, trucking, and heavy duty off road equipment
- Reviews and approves work schedules and staffing assignments
- Oversees and monitors daily shop operations including tracking the status of open work orders
- Develops and oversees the implementation of work and OSHA safety procedures and coordinates staff training on same
- Establishes performance measures and monitors productivity to ensure operational efficiency
- Reviews completed work orders for quality control, cost, and to ensure jobs were performed in a timely manner
- Coordinates with facilities management regarding the general maintenance, repair, and security of garage facilities
- Manages repair work performed by outside vendors
- Implements and manages all state and federal environmental regulations within compliance
- Orders automotive and equipment parts and cleaning supplies
- Develops and oversees the administration of rental and lease programs for automotive and trucking equipment as required
- Assists department staff in creating and revising vehicle and equipment specifications as required
- Oversees the preparation of and completes staff performance appraisals and initiates and administers corrective or disciplinary actions, as needed
- Prepares management, cost, and work activity reports
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Automotive Technology, Automotive Engineering Technology, Automotive Management or a directly related field, plus three years of work experience in the repair and maintenance of automotive, trucking and heavy duty off-road equipment, of which one year is in a supervisory role related to the

responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *automotive repair, maintenance, and preventative maintenance methods, practices, and procedures

Moderate knowledge of:

- *management and supervisory principles, methods, practices and procedures
- *use of safety equipment and protective gear
- applicable safety and code standards specific to the operation and maintenance of vehicles, including OSHA standards

Some knowledge of:

- budgetary and fiscal management practices
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2015